



புதுச்சேரி மாநில அரசிதழ்

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PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

(G.O. Ms. No. 3/DIT/2016-17, dated 22nd August 2016)

NOTIFICATION

The Government of Puducherry is implementing numerous e-Governance projects across various Union Territory Departments. In order to ensure successful implementation of these initiatives and sustained development of e-Governance in the line departments, it is necessary to create strong Information Technology Teams with expertise of Information Technology and capabilities to provide direction and leadership in these departments. It is therefore, recommended to create a virtual Information Technology Cadre that shall lead the e-Governance initiatives in the Union Territory. Setting up of virtual cadre, rather than a full fledged Information Technology Cadre, has the following advantages:

(1) It would not create permanent liability and therefore, financial implications are limited. Further, Constitution of Virtual Information Technology e-Governance Cadre for Union territory of Puducherry has financial bearing, on permanent nature.

(2) Regular cadre in Information Technology would face issues of rapid obsolescence of skills and knowledge.

(3) Implementation of e-Governance projects is being increasingly outsourced. Hence, there is a pressing need for dedicated teams within Departments with competencies to manage e-Governance projects.

(4) A virtual Information Technology Cadre will create a pool of knowledge in the Government. It will also lead to easier acceptance of e-Governance, better prioritization, process re-engineering and management of SLAs (Service Level Agreements).

(5) In due course, a good number of officers will develop required competencies through this arrangement.

Resolution:

1. The Union Territory shall develop a Virtual Information Technology Leadership Pool to lead the e-Governance initiatives in the Union Territory, titled as 'Virtual Information Technology-e-Governance Cadre for Union territory of Puducherry.' Department of Information Technology, Puducherry may be designated as Nodal Department. The Secretary (Information Technology) shall be the Controlling Officer for the Virtual Information Technology e-Governance Cadre.

2. Constitution of Virtual Cadre:

The officers for the Virtual Cadre shall be selected from the existing Union Territory Government Employees in various Departments and groomed to lead and guide the e-Governance initiatives in the Union Territory.

3. Strength of the Cadre:

3.1. The Government officials in all line Departments within the Union territory of Puducherry from Lower Division Clerk level to Special Secretary Level are eligible for inclusion with Union territory of Puducherry Virtual Information Technology Cadre. About 2%-5% of the existing Cadres from Special/ Additional/Joint/Deputy/Under Secretaries, Superintendents, Assistants, Upper Division Clerks, Lower Division Clerks in the Departments/Directorates shall be selected into Virtual Cadre. The normal intake capacity for each of the staff level would be as follows:

Sl. No.	Designation	Existing strength in Cadre	Proposed strength in Virtual Cadre 2-5%
(1)	(2)	(3)	(4)
1	Special/Additional/Joint/Deputy/Under Secretaries.	76	2-4
2	Superintendents	273	5-14
3	Assistants	1135	23-57
4	Upper Division Clerks	1050	21-53
5	Lower Division Clerks	434	9-28
Total . .		2968	60-156

* Even exceptionally talented technical staff of various Departments/ Directorates and IV employees may be chosen in Virtual Cadre.

3.2 It shall be ensured that each Department has adequate representation of employees in Virtual Cadre in accordance with its employee strength.

3.3 The Department of Information Technology may re-examine the strength and composition of the Virtual Cadre, if necessary and may make such alterations therein as it deems fit after approval by an existing or suitably constituted High Power Committee (HPC).

4. Method of appointment:

4.1. The following Committees shall be working as "Selection Committee" for appointment of officers/staff under Virtual Information Technology Cadre.

Name of the Committee (1)	For Officer/Staff Grades (2)	Composition (3)
High Power Committee (HPC) for e-Governance champions.	Secretary level from Additional Secretary level to Under Secretary.	Chief Secretary . . Chairman Secretary (Information Technology). . . Member
Project Implementation Committee (PIC).	For all other (lower) grades.	Secretary (Information Technology). . . Chairman Secretary of concerned Department. . . Invitee

Department of Information Technology shall constitute Selection Committees for selection of Officers into the Virtual Cadres. For Under Secretaries and above, it will mean HPC (High Power Committee), Chaired by the Chief Secretary. For other positions, it will mean PIC (Project Implementation Committee) of Directorate of Information Technology, Chaired by Secretary (Information Technology) where, Secretaries concerned Departments will be called as invitees;

Application process:

4.2 The qualification prescribed for induction in Virtual Information Technology Cadre are as follows:

- (a) Class X Board Examination/XII Board Examination of the State or any State, with Computer Science as one of the subjects or any higher Degree with computer,
- (b) Diploma in Computer Science/Computer Applications/Information Technology.
- (c) Any Degree with Postgraduate Diploma in Computer Applications/Science/Information Technology.
- (d) B.Tech./M.Tech./B.Sc./M.Sc. in Computer Science/BCA/MCA
- (e) Defined certification such as BCC (Basic Computer Course) or CCC (Course on Computer Concepts) or any other State Government approved certification;

(f) Officials who extensively use Information Technology applications such as e-Office, e-Tendering; have worked effectively in any e-Governance projects;

(g) Have attended the STeP (Specialized Training in e-Governance Programme) trainings or CIOs (Chief Information Officers) training programmes or any other training programmes on Information Technology/ e-Governance conducted by the State Government or the Central Government.

(h) Officials with strong inclination, but, not fulfilling the professional qualification criteria may also be eligible to be selected provided these officials are mandated to undergo a prescribed training programme, failing which they would be withdrawn from the Cadre.

4.2.1 The Selection Committees shall select officers through following process:-

4.2.2 A short list of suitable officers with relevant Information Technology background shall be created through following process:-

4.2.2 (a) Applications shall be invited from interested Union Territory Government employees with suitable Information Technology background for selection into the Virtual Cadre. Nominations from Secretaries/Head of Departments may also be solicited for shortlisting of officers from the suitable Information Technology background.

4.2.2 (b) The Selection Committee shall then select the candidates on basis of their qualifications, credentials, interests and Information Technology domain expertise. If required, the Members of the Selection Committee may conduct interviews of the shortlisted candidates.

4.2.2 (c) There shall be online examination conducted by Directorate of Information Technology. The Union Territory Government employees, who have already extensively use e-Office, e-Tendering, have worked effectively for any e-Governance projects, *etc.*, shall be given preference.

4.2.3 As a part of examination process, candidates shall be called for interviews by the Selection Committee.

4.2.4 Directorate of Information Technology shall time to time, whenever vacancies arise, conduct the above process for selection of officers into Virtual Cadre.

5. Selection of candidates:

Candidates with prior proven experience/credentials in below mentioned e-Governance Projects/Areas shall be given preference:

1. Formation of dedicated Information Technology Cell and e-Governance/ e-Office Champion for the Department (at Special/Additional/Joint/Deputy and Under Secretary level);

2. Successful Business Process Re-engineering (BPR) for departmental process. (at Special/Additional/Joint/Deputy and Under Secretary level);

3. Promoting common State Level Information Technology infrastructure for computerization [such as State Data Centre (SDC), Common Service Centre (CSC), State Wide Area Network (SWAN), SMS gateway, Payment gateway, *etc.*, (at Special/Additional/Joint/Deputy and Under Secretary level];

4. Use of Information Technology budget (which is 0.5% of Department's overall budget) effectively for e-Governance projects, (at Special/Additional/Joint/Deputy and Under Secretary level);

5. Use of UID in departmental applications, (at Special/Additional/Joint/Deputy and Under Secretary level);

6. Driving e-Governance Projects in own department's allied offices, directorates, field offices. (at Special/Additional/Joint/Deputy and Under Secretary level);

7. Maintaining departmental websites/portals as per Government of Puducherry e-governance policies, (at Special/Additional/Joint/Deputy and Under Secretary level);

8. Working in e-Office (all levels) for ensuring paperless office/filing work;

9. Adhering to e-Tendering compliance (all levels);

10. Using official email ID in all official communication (all levels)

11. Conducting or participating in regular training for Information Technology/e-Governance concepts, (all levels).

6. Online examination and selection:

Directorate of Information Technology shall carry out selection of the candidates as per the method prescribed in GR/Online examination by Directorate of Information Technology which consists of three stages:

Stage (1)	Examination/Selection details (2)
A: Online Objective	Objective test paper of 60 marks, passing marks 75% and above.
B: Online Subjective	Subjective questions test paper of 100 marks, passing marks 50% and above.
C: Interview Stage	Interview by Selection Committee, Total marks 40, passing marks 50% and above.

7. Tenure:

Successful candidates (Employees) shall be appointed (*i.e.* inducted) in Virtual Information Technology Cadre for initial appointment period of three years. There shall be annual performance review. Secretary and above level officer shall be reviewing the performance of the employees for e-Governance related projects in the Departments. After initial appointment period of three years, all selected employee shall have "cooling off" period of two years *i.e.* they shall be moved back to "normal" Department level and other employees from the Department shall be given chance to be inducted in Virtual Information Technology Cadre, so that larger number of officials get opportunity of serving in the, Virtual Cadre and thus, capacities of greater number of employees are built.

8. Training and Capacity Building for Virtual Information Technology Cadre:

The following type of training shall be given to all selected employees of the Virtual Information Technology Cadre. Officials from Information Technology Department, Puducherry and NIC shall give ground level Induction training to select Virtual Information Technology Cadre and next level training may be imparted through any Government recognized Information Technology Institution/Organization as deemed fit by Department of Information Technology.

Type of Training (1)	Syllabus (2)
Induction Training	<ul style="list-style-type: none"> ● Fundamental of e-Governance, Concept of e-Governance practices ● Puducherry e-Governance Policy
IN-process Training and Refresher Training	<ul style="list-style-type: none"> ● e-Governance Standards, Concepts, Guidance Notes, Important Government Resolutions ● Common Infrastructure like SDC, PSWAN, CSC ● Common service infrastructure like e-Tendering, e-Office, SMS Gateway, Payment Gateway ● Study of various successful e-Governance project/initiatives undertaken by various projects/initiatives undertaken by various Departments/Directorates of the Government of Puducherry ● Visit to CSC and Project locations ● Study tour (both national and international level) for best practices followed by other e-Governance project

9. Salary compensation and benefits:

The following are the notable aspects related to salary compensation and benefits related to employees of Virtual Information Technology Cadre.

(a) To encourage the efforts put in by selected employees of the Virtual Information Technology Cadre, they shall be given 10% of their Basic Pay (not including Grade Pay, TA/DA or any other allowances) as Virtual Information Technology Cadre allowance.

(b) The incentive will be paid by the respective Department from their salary head of budget and included in the monthly salary as an additional allowance. It will not be counted as part of basic pay for calculating any other allowance. In case of transfer on deputation, the pay and incentives would be borne by borrowing Department.

(c) Other aspects of the service such as salary, leaves, pension and other matter shall remain as per the existing details of the selected employee.

(d) There shall be annual performance review of all selected employees of Virtual Information Technology Cadre. In next year, the increase of 10% (of basic pay) shall continue, or it can be increased to 20% in next two years.

(e) The increased compensation shall be drawn from the budget of the parent department and not from Directorate of Information Technology. This ensures continual financial support for this scheme.

(f) About 1/3 of the selected employees can be removed from Virtual Information Technology Cadre and new employees can be given chance to become part of Virtual Cadre, depending upon the performance and current capacity utilization of the Virtual Information Technology Cadre within each department.

(g) Availability of "e-Governance Champions" and "e-Governance Practitioners" within each Department needs to be ensured to run Virtual Information Technology Cadre initiative and e-Governance projects for the Department,

(h) In case of transfer to different Department on promotion, *etc.*, efforts will be made to retain the person in the Virtual Cadre, since, every Department would have a need for such officials who are borne on the Virtual Cadre.

10. Reporting Structure:

The Virtual Cadre employees of Department shall have a dotted line reporting to Information Technology Department and Secretary (Information Technology) shall send a note for their PARs to the concerned Secretary/Head of Department. For positions below the Under Secretary, the dotted line relation will be to Director (Information Technology).

11. Roles and responsibilities:

It may be noted that the responsibilities related e-Governance projects within the Department is in addition to existing responsibilities of the selected employees within own Department. They shall continue to discharge their existing duties as per their existing departmental setup and responsibilities.

11.1 In addition to existing duties, the Virtual Information Technology Cadre staff shall perform the following responsibilities and duties :-

(a) To conceptualize, design and implement the e-Governance projects in their own Departments;

(b) Employees at all staff level (Superintendent level to Clerk level) to take part in e-Governance projects as per the need and fitment;

(c) To work as e-Governance Champions too;

(d) To ensure compliance to e-Governance Policies, Standards, Guidance notes and Government Resolutions in all e-Governance projects within the Department;

(e) To effectively utilize departmental budget for Information Technology (0.5% of overall budget) effectively for e-Governance projects;

(f) To establish and maintain in-house capacity and team strength required to run e-Governance project successfully;

(g) To make effective use of Common State Information Technology Infrastructure (such as SDC, PSWAN, CSC, e-Tendering, e-Office, *etc.*, applications) in own departmental e-Governance projects.

(h) To promote use of successful e-Governance projects/application from other Department to own Department;

(i) To ensure linkage to UID for departmental e-Governance project, to remove duplicity in beneficiaries and close leakages in Government grants/assistance;

(j) Liaising with Information Technology Department/Information Technology Mission for defining technical requirements;

(k) Defining strategy and implementation model;

(l) Creating balanced and legally tenable bidding and contract documents;

(m) Manage the contracts and Service Level Agreements (SLAs); and

(n) Formulating the ensuring compliance with appropriate policies, guidelines and procedures.

12. Dedicated Officers for Mission Mode Projects:

For projects greater than 50 crores, full-time Mission Leaders shall be appointed for implementation and monitoring of the project. This Mission Leader shall work exclusively for implementation of e-Governance Mission Mode project. They shall be part of the Virtual Information Technology e-Governance Cadre for Union territory of Puducherry.

(By Order of the Hon'ble Lieutenant-Governor)

Dr. A.S. SIVAKUMAR,
Joint Secretary to Government (IT).